WOLSINGHAM SCHOOL & COMMUNITY COLLEGE

EXAMINATIONS OFFICER – 37 hours per week – Term Time only plus 3 weeks

**EDUCATION, QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| Level 2 Qualification (or equivalent) in Numeracy and Literacy. | 🗸 |  | Application Form |
| NVQ Level 3 in Business Administration (or equivalent qualification e.g. A Level).  | 🗸 |  | Application Form |
| Relevant Degree. |  | 🗸 | Application Form |
| ITQ Level 2 qualification or equivalent. |  | 🗸 | Application Form |

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| Significant experience of work within a school or sixth form college environment.  | 🗸 |  | Application FormReferenceInterview |
| Significant experience in an administration role.  | 🗸 |  | Application FormReferenceInterview |
| Experience of using Microsoft Excel and Word at an advanced level. | 🗸 |  | Application FormReferenceInterview |
| Experience of liaising and building relations with internal and external partners in a work environment.  | 🗸 |  | Application FormReferenceInterview |
| Experience of using a Management Information System in a work environment (SIMS).   |  | 🗸 | Application FormReferenceInterview |

PTO

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
|  Experience of training others in using a Management Information System.  |  | 🗸 | Application FormReferenceInterview |
| Experience of working with quality systems/ undertaking quality audits. |  | 🗸 | Application FormReferenceInterview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| Produce reports that will be used by Senior Leadership Team.  | 🗸 |  | Application FormReferenceInterview |
| Build relationships with adults and children. | 🗸 |  | Application FormReferenceInterview |
| Demonstrate excellent organisation, planning and prioritising skills.  | 🗸 |  | Application FormReferenceInterview |
| Work methodically, with a very good attention to detail. | 🗸 |  | Application FormReferenceInterview |
| A thorough understanding of the examination process. |  | 🗸 | Application FormReferenceInterview |

**REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| A commitment to safeguarding & promoting the welfare of children and young people. | 🗸 |  | ReferenceInterview |
| Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity. | 🗸 |  | ApplicationReference |

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

**The School Operates a No Smoking Policy**